

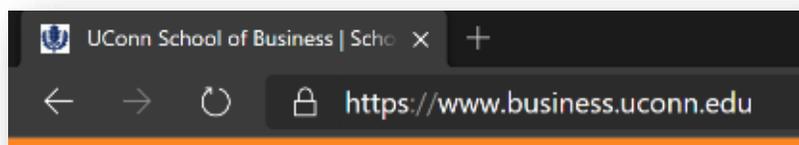
Updating and Maintaining Your BUSN Website Profile:

All School of Business Faculty pages should have the following information:

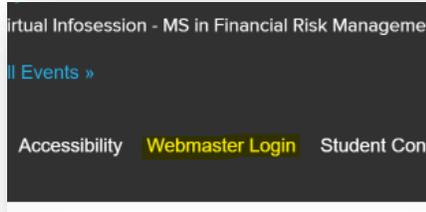
- Recent photo (*All existing images should be current; please do not make changes. If you require a photo change please contact the Office of Communications at the email below.)
- Name
- Title
- Department
- Education/Professional Certificates
- Areas of Expertise
- Courses you are currently teaching (optional)
- Brief Written Biography, including:
 - Introduction
 - Areas of research and publications
 - Programs for which you teach and any awards you have received.
- Featured Publications (If applicable. Please limit it to your top 5 on profile page; provide full list on your CV)
- Updated CV, in PDF format:
 - To avoid confusion or possible duplicate files, please rename your documents before you upload them. Use the following format: `FirstName_LastName_Year_DocumentType.pdf`
- Contact info: Email, Phone, Mailing Address, Office Location, Campus
- Link(s) to other professional pages (i.e. Google Scholar, LinkedIn, etc.)

Here is a Step by Step guide on how to access your page and update its content:

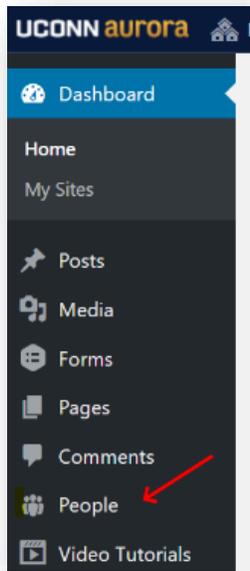
1. Navigate to <https://www.business.uconn.edu>



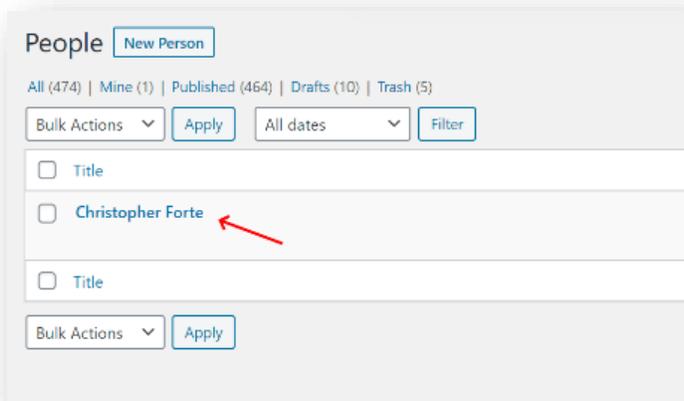
2. Scroll to the bottom of the page, and click **Webmaster Login** in the footer.



3. If prompted, login with your NetID and NetID password.
4. You will be redirected to the UConn Aurora site dashboard.
5. In the left navigation panel, click **People**



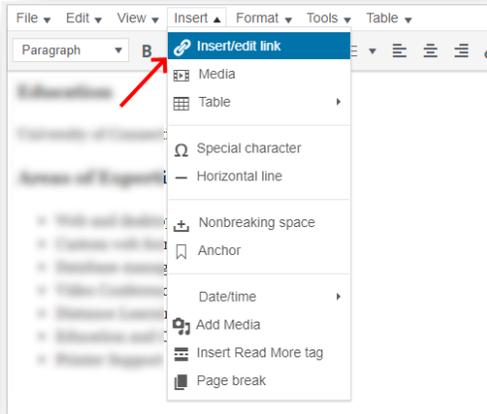
6. In the page section, click your name in the table



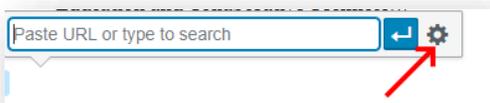
7. Fill out or edit any fields on the "Edit Person" page you wish to update. Please note that some fields are required; they are marked with a red asterisk * (See screen shot in step 8 below.)

9. To add one or more URL link(s) in your bio in the About section, complete the following procedure for each desired Link. As an alternative, you may skip this and add a standalone link to your page using Step 16 below (recommended for providing just one professional link, such as Google Scholar):

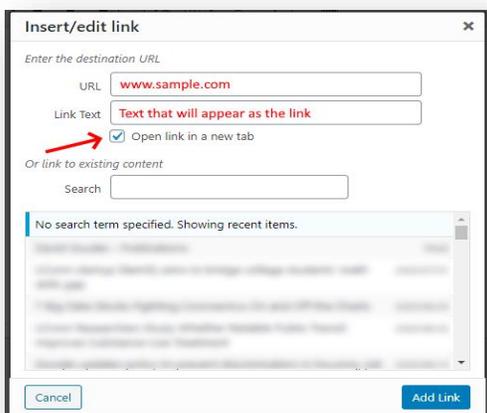
- In the **About** section, click the **Insert** menu, then select **Insert/edit Link**



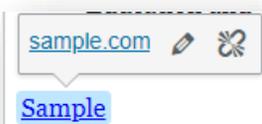
- A small hover tool will appear over the current cursor position in the editor. Click the gear icon.



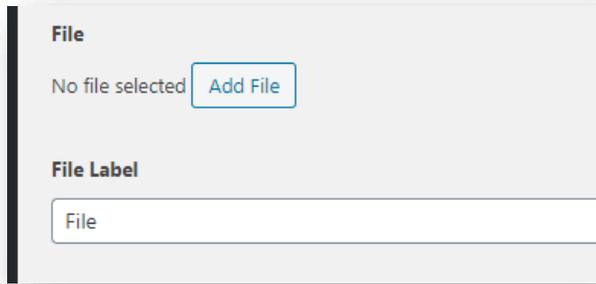
- A dialog will appear. Enter the following information:
 - i. **URL:** The fully formatted URL / web address you want to link. Please use https:// whenever possible.
 - ii. **Link text:** The text to show as the link. This can be the same as the URL, or some other text, i.e. "My LinkedIn Page."
 - iii. **Open link in a new tab:** Select this checkbox option.



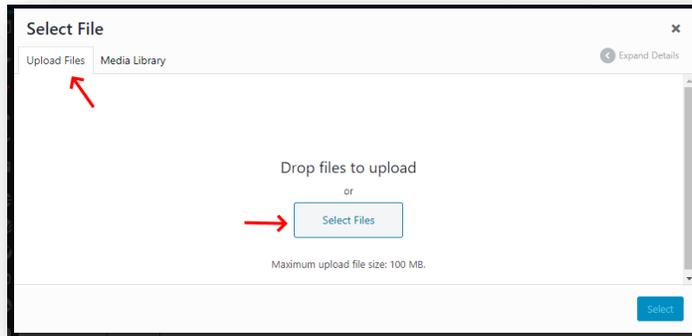
- When finished, click the **Add Link** button. Your link will appear in the text editor.



10. To upload or update a CV or other document, complete Steps 10-15. Click the **Add File** button in the **File** section:



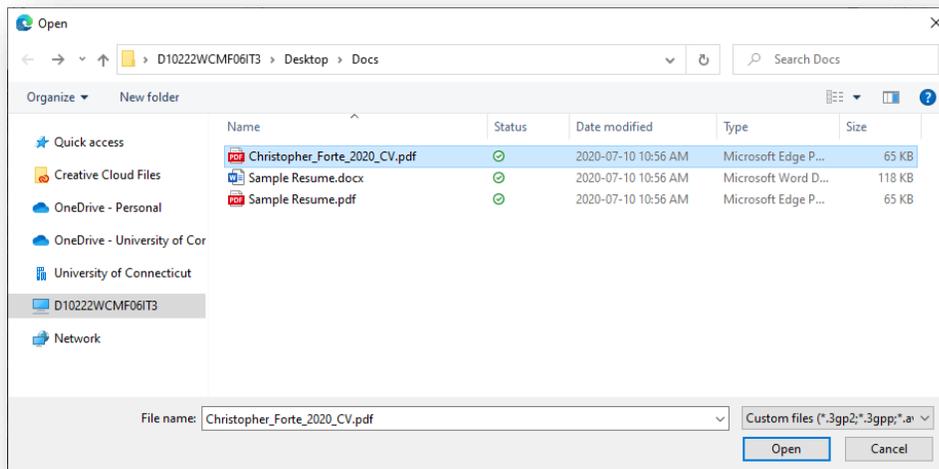
11. The **Select File** dialog will appear. Click the **Upload Files** tab, then click the **Select Files** button



12. A file picker will appear. Locate the document you wish to add, then click **Open**.

Note: to avoid confusion or possible duplicate files, please rename your documents before you upload them, and please only upload PDF-formatted documents. For help with converting a document to a PDF, please contact help@business.uconn.edu.

Use the following file-name format: **FirstName_LastName_Year_DocumentType.pdf**
(See screenshot below for a file name example)



13. You will be redirected to the **Media Library** tab, with the file you just uploaded selected. On the **Attachment Details** panel on the right, confirm the title of the uploaded document is current

To allow any visitor to download your file, uncheck (or do not check) the **Private** checkbox. If you wish to require a user to login to view/download your uploaded file, please check the **Private** checkbox and select **All active UConn NetIDs**. This will force a visitor to your profile to login before viewing your uploaded file.

The screenshot shows the 'Select File' dialog box with the 'Media Library' tab selected. On the left, a file named 'Sample-Resume.pdf' is highlighted. The 'Attachment Details' panel on the right contains the following information:

- Sample-Resume.pdf**
July 10, 2020
64 KB
[Delete Permanently](#)
- Title:** Sample Resume
- Caption:** (empty text box)
- Description:** (empty text box)
- Copy Link:** <https://www.business.uconn.edu/wp-content/uploads/sites/969/2016/01/Sample-Resume.px>
- Required fields are marked ***
- Replace media:** [Upload a new file](#)
To replace the current file, click the link and upload a replacement.
- Private:** (checked)
Restricts access and moves file to private folder
- Restrict access to:**
 - All active UConn NetID's
 - All Users of this site
 - Admins and Editors of this site
 - Admins and Editors of this site, and the following NetID's:
(empty text box)
- Select** button at the bottom right.

14. Click the **Select** button on the bottom right. Your file will now appear on the profile editor page.

The screenshot shows the profile editor page with the following sections:

- File**
 - Sample Resume
 - File name: [Sample-Resume.pdf](#)
 - File size: 64 KB
- File Label**
 - Download

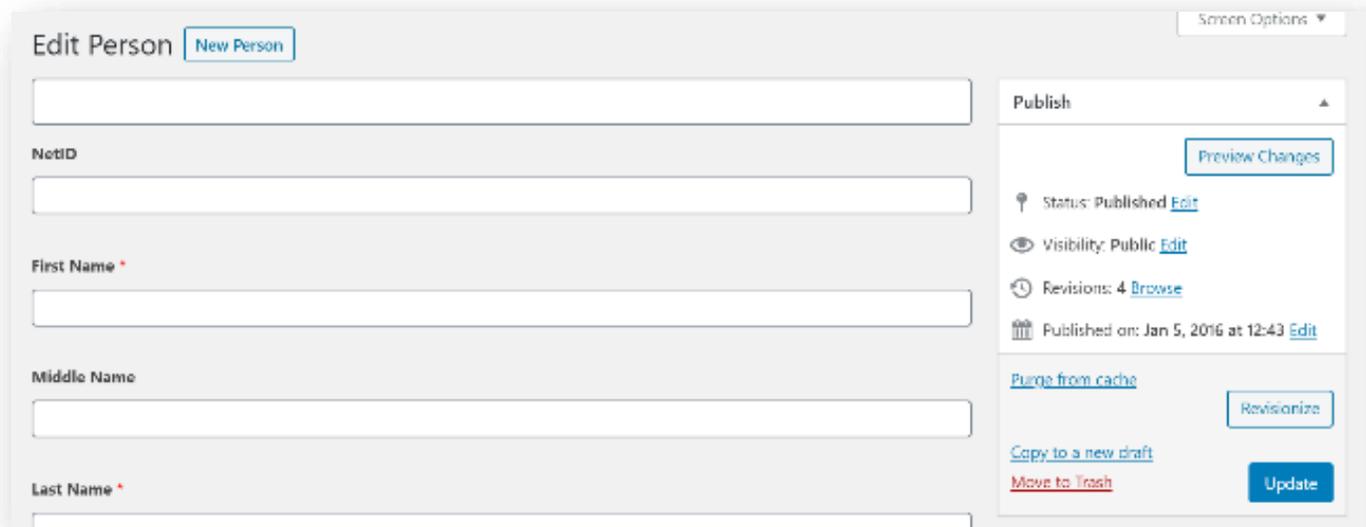
15. Change the textbox labeled **File Label** to indicate what kind of document this is. For example: if you uploaded a CV, change this field to "Download CV". This text will appear on the download button on your profile page.

16. To add a single, standalone Link to a professional page (such as your Google Scholar or LinkedIn page):
- Scroll down to the **Link** field. Enter the full URL / web address you want to link. Please use <https://> whenever possible.
 - In the **Link Label** field enter the text you wish to display as the link on the page. This can be the same as the URL, or some other text, i.e. "Google Scholar Profile."



The image shows a form with two input fields. The first field is labeled "Link" and contains a small globe icon on the left. The second field is labeled "Link Label" and is empty.

17. Finally, when all desired changes are made, click the **Update** button (near the top of the page, under the **Publish** section) to save your changes.
- To first Preview any changes you make prior to updating, click the "**Preview Changes**" under "Publish". This will show your results in another browser tab. Return to the tab with the active Page Editor Session to make further adjustments or to Update and save your changes.



The image shows a screenshot of the "Edit Person" page. On the left, there are several input fields for "NetID", "First Name", "Middle Name", and "Last Name". On the right, there is a "Publish" section with a "Preview Changes" button. Below the "Preview Changes" button, there are several status indicators: "Status: Published Edit", "Visibility: Public Edit", "Revisions: 4 Browse", and "Published on: Jan 5, 2016 at 12:43 Edit". At the bottom of the "Publish" section, there are buttons for "Purge from cache", "Revisionize", "Copy to a new draft", "Move to Trash", and "Update".

If you have any questions or need any assistance updating your page, please email Scott.Slater.3@uconn.edu in the Office of Communications

If you are having issues logging in or with your web browser, please email help@business.uconn.edu